



Agency Records Disposition Schedule

Department: Missouri Consolidated Health Care Plan

Section:

Division:

Sub-Section:

TITLE: Acturial Reports

CUTOFF:

DESCRIPTION: Acturial Reports

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8324

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1998

TITLE: Billings - Insurance agencies (Blue Cross, American Family, Great Commonwealth, etc.)

CUTOFF:

DESCRIPTION: Billings - Insurance agencies (Blue Cross, American Family, Great Commonwealth, etc.)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8315

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1998

TITLE: Check Forgery File

CUTOFF:

DESCRIPTION: Check Forgery File

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8316

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1998



Agency Records Disposition Schedule

Department: Missouri Consolidated Health Care Plan

Section:

Division:

Sub-Section:

TITLE: Checks - Cancelled (Retirement and Insurance)

CUTOFF:

DESCRIPTION: Checks - Cancelled (Retirement and Insurance)

RETENTION: Years: 15 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8317

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1998

TITLE: Checks - Claim (Insurance)

CUTOFF:

DESCRIPTION: Checks - Claim (Insurance)

RETENTION: Years: 15 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8318

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1998

TITLE: Checks - Stop payment

CUTOFF:

DESCRIPTION: Checks - Stop payment

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8319

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1998



Agency Records Disposition Schedule

Department: Missouri Consolidated Health Care Plan

Section:

Division:

Sub-Section:

TITLE: Deposit List - Direct Pay - Insurance

CUTOFF:

DESCRIPTION: Deposit List - Direct Pay - Insurance

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8320

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1998

TITLE: Financial Statements

CUTOFF:

DESCRIPTION: transfers, back-up material for transfers, daily receipts, trial balances, bank reconciliations, and all related material

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8321

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1998

TITLE: Journals and Ledgers on retirement and benefit plan

CUTOFF: EOSFY

DESCRIPTION: Journals and Ledgers on retirement and benefit plan

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 8322

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1998



Agency Records Disposition Schedule

Department: Missouri Consolidated Health Care Plan

Section:

Division:

Sub-Section:

TITLE: Legislation (pending file)

CUTOFF:

DESCRIPTION: Legislation (pending file)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8326

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1998

TITLE: Member Payroll Records

CUTOFF:

DESCRIPTION: Member Payroll Records

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8331

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1998

TITLE: Membership Pending File

CUTOFF:

DESCRIPTION: Contains deaths, disabilities re-examination, return to work, former member over age 65 unable to locate

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 8330

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1998



Agency Records Disposition Schedule

Department: Missouri Consolidated Health Care Plan

Section:

Division:

Sub-Section:

TITLE: Membership Record Files

CUTOFF:

DESCRIPTION: Contains active, inactive, retiree, and death files

RETENTION: Years: 150 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8329

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1998

TITLE: Membership Records - Annual Listings

CUTOFF:

DESCRIPTION: Annual Listings

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8334

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1998

TITLE: Membership Records - Monthly Updates

CUTOFF:

DESCRIPTION: Monthly Updates

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8333

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1998



Agency Records Disposition Schedule

Department: Missouri Consolidated Health Care Plan

Section:

Division:

Sub-Section:

TITLE: Membership Records - Valuations

CUTOFF:

DESCRIPTION: Valuations

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8335

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1998
